



NASA Financial Management Manual

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**FMM 9080 USER CHARGES AND RENTAL
CHARGES**

**FMM 9081 PRICING OF SPECIAL SERVICES FOR
OTHERS AND SALES OR LEASES
OF NASA PROPERTY TO OTHERS
(CANCELLED)**



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FMM 9082 CHARGES FOR RENTAL OF QUARTERS AND RELATED FACILITIES

9082-1 PURPOSE

This section sets forth the policies, procedures, responsibilities, and requirements under which NASA will set and administer rental rates for quarters and charges for related facilities.

9082-2 AUTHORITY

- a. 5 USC 5911 et seq.
- b. Office of Management and Budget Circular A-45, Revised, dated October 30, 1974.

9082-3 DEFINITIONS

- a. **RENTAL QUARTERS.** Rental quarters include all housing supplied under specific Government direction as an incidental service in support of Government programs. "Public Quarters" designated for occupancy by members of the uniformed services with loss of allowances, and sleeping facilities furnished on a temporary basis are excluded. Otherwise all quarters owned by or leased to the Government are included whether occupied by Government employees, contractors, contractors' employees, or any other person to whom housing is provided as incidental to the performance of a Government activity. Housekeeping and non-housekeeping units, including trailers but not tents, furnished, and unfurnished are included.
- b. **RELATED FACILITIES.** Related facilities mean utilities, services, furniture, appliances, etc.

9082-4 POLICY

- a. **GENERAL.** Rental rates for quarters and charges for related facilities will be based upon reasonable value in the circumstances under which provided, occupied, or made available. The amount of rental rates shall not be set so as to provide an inducement in the recruitment or retention of employees or as an inducement to encourage the occupancy of existing Government housing.



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b. SPECIFIC

- (1) To insure that rental rates and other charges reflect changes in the private market, rent schedules will be affirmed or adjusted at periodic intervals in accordance with the procedures set forth in Appendix I of OMB Circular A-45, Revised. However, utilities furnished by the Government and metered or measured will be adjusted whenever rate changes occur in the locality used for comparison.
- (2) Appendix I of OMB Circular A-45, Revised, prescribes procedures for application of the Consumer Price Index (CPI) as a means of effecting annual adjustments in rental rates for quarters, furnishings, and unmetered and unmeasured utilities.
- (3) The responsibilities for conducting annual adjustments and periodic reviews including the approval thereof are specified in FMM 9082-5.
- (4) Non-Governmental appraisers when utilized will adhere to the guidelines of OMB Circular A-45, Policy Governing Charges for Rental Quarters and Related Facilities, and this portion of the FMM.
- (5) Government appraisers will, of course, follow OMB Circular A-45 and other applicable Federal laws and regulations, including this portion of the FMM.
- (6) Employee Committees will not be used in NASA to recommend rental rates or charges for related facilities.
- (7) A full record of rates and charges established as a result of the reviews will be maintained by each installation.
- (8) The method of determining specific rates for rental quarters located outside the conterminous United States, the District of Columbia, or the Commonwealth of Puerto Rico, requires advance approval by the Office of Management and Budget. Accordingly, the Assistant Associate Administrator for Facilities Management, Code JX will be contacted for specific instructions in each such instance.
- (9) Housing acquired incidentally in the acquisition of land for NASA facilities and operations may be leased back as a matter of mutual convenience to occupants as a "condition of sale." The provisions set forth below do not govern the rates set for such leases. Wherever applicable, Code NX will determine the policy for establishment, management, and administration of these "condition of sale" leases and whether NASA will perform such functions, or arrange for another agency of the Federal Government, or for another suitable and qualified organization to act as NASA's real property agent. Specific arrangements for the assignment of responsibility should be made and approved by Code NX at the time of negotiation for the land acquisition involving "condition of sale" leases.
- (10) Employees on leave will continue to be charged for quarters and rented facilities, unless they vacate the quarters and make them available for reassignment.



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- (11) When substantial increases in rents or charges are being levied (20% or more), the increase will be made in proportioned steps, quarterly, but in no case will the full increase be delayed beyond 1 year. For example, a rental increase of \$20 from \$100 to \$120 per month effective February 1, will be proportioned:

February 1 to April 30	\$100 per month
May 1 to July 31	\$105 per month
August 1 to October 31	\$110 per month
November 1 to January 31	\$115 per month
February 1 on --	\$120 per month

- (12) In any event 30 days' notice will be given before actual rents and charges are changed in the lease or rental agreement. A change approved on January 15, will be given as a notice to the tenants on February 1, and the change will be effective as of March 1.
- (13) Any tenant may appeal the rent or other charges established. NASA will assume responsibilities customarily accompanying landlordship and accordingly, the name of the person to whom the tenant may appeal will be set forth in the rental (lease) agreement. The Installation Director will designate the person who will receive the appeal and ensure that necessary administrative reviews and approvals are made.
- (14) The appeal procedure will be carefully documented and maintained by the person responsible for receiving the appeal so that the report will be available for reference as needed. The Assistant Associate Administrator for Facilities Management may be consulted on any special problem when, in the judgment of the Installation Director, undue hardship to individuals or the NASA program is involved. Routinely, the Installation Director, subject to the requirements of OMB Circular A-45 may authorize specific adjustments up to 20% of general rent and other charges for impositions on privacy, devotion of space for official use, forced maintenance of two households, excessive size or quality, inadequate size, lack of all weather construction, and other similar reasonable problems. In order to ensure that such adjustments are completely impartial, adjustments made by the Installation Director are subject to the periodic review and approval of Code JX.

9082-5 RESPONSIBILITIES

The responsibilities for establishing and reviewing rental rates for quarters and the charges for related facilities are as follows:

- a. The Installation Director, who has custody over quarters as well as the authority to rent the quarters will:
 - (1) Monitor the use of rental quarters.
 - (2) Annually determine whether an adjustment to the basic rental rate is required based on changes in the CPI. Determine specifically when periodic reviews are necessary so that qualified appraisers may be obtained as required. See FMM 9082-4b (1).



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- (3) Annually advise the Assistant Associate Administrator for Facilities Management, Code JX of the need to adjust basic rental rates based on changes in the CPI. Advise the Assistant Associate Administrator for Facilities Management, Code JX of the need to conduct a periodic review and of the recommended time schedule for the timely completion of the review. Request that the services of appraisers be provided.
 - (4) Conduct the review using qualified appraisers.
 - (5) The Assistant Associate Administrator for Facilities Management, will keep the Comptroller and the Associate Administrator for Management advised of all significant events concerning the use of and charges for NASA rental quarters.
 - (6) Designate person(s) to receive appeals and ensure that necessary administrative reviews and approvals are made.
 - (7) Establish by amending the lease or rental agreement the general rates and charges authorized by the Assistant Associate Administrator for Facilities Management, Code JX on the effective date and ensure they are collected.
 - (8) Authorize specific adjustments to general rents in accordance with FMM 9082-4 b(10).
- b. The Assistant Associate Administrator for Facilities Management, Code JX will:
- (1) Provide qualified appraisers to Installation Directors to perform the necessary reviews. Where practicable, appraisers of the FHA, Army Corps of Engineers, Naval Facilities Engineering Command, or GSA will be used.
 - (2) Make the final evaluation of the annual adjustment required based on changes in the CPI and the periodic reviews. Approve the general rates and charges to be established.
 - (3) Review and advise on appeal actions and adjustments, as necessary.

9082-6 *DISPOSITION OF PROCEEDS*

NASA does not utilize the payroll deduction method of collecting rental charges. Pursuant to the provisions of 5 USC 5911(c), rents and charges collected shall be deposited for credit to the General Fund of the U.S. Treasury and not to the credit of a NASA appropriation. FMM 9081-8 prescribes the revenue controls.